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# Apartment Maintenance Request



## RESIDENT INFORMATION

**Resident Name:**

Jenny Curran

**Date Reported:**

11/15/2019

**Apartment #:**

717

**Phone #**

703-555-5309

**Email:**

Jenny@gmail.com

## PET IN PREMISES

DOG

CAT

NONE

## REQUEST SUBMITTED BY

IN PERSON

PHONE

EMAIL

## PERMISSION TO ENTER

NO

YES

OTHER

OTHER

## CHANGE AIR FILTER

NO

YES

OTHER

OTHER

## NATURE OF WORK REQUESTED

(Please be as specific as possible)

Please check stove, it doesn't heat evenly. Also, Shower is leaking.

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# Apartment Maintenance Request



## RESIDENT AUTHORIZATION

**Date**

11/17/2019

**Resident Signature**

## Maintenance & Management Only

**Date Assigned:**

11/18/2019

**Time Started:**

09:00

**Assigned to:**

Joe Johnson

**Date Completed:**

11/18/2019

**Time Completed:**

10:58

**Follow-up by:**

George Glass

**Maintenance Comments:**

Changed heating element in oven.

Replaced gasket on shower.

Changed Furnance Filter

**Message Left to Resident:**

Your request has been completed.